

741-06

THE CHECKLIST

1. PREPARATION

Planning

- ☐ Set objectives
- ☐ Assess needs
- ☐ Determine information needs
- ☐ Review resources
- ☐ Select activities
- ☐ Establish team
- ☐ Assign tasks

Evaluation

- ☐ Prepare sign-in book
- ☐ Prepare comment sheets

Agenda

- ☐ Appoint chairperson
- ☐ Designate speakers
- ☐ Engage resource persons
- ☐ Assign other tasks
- ☐ Formulate presentations
- ☐ Check registration needs

Audio-Visuals

- ☐ Prepare handouts
- ☐ Produce displays with Communications Branch
- ☐ Prepare overheads/slides
- ☐ Obtain video/film
- ☐ Book appropriate projector(s)
- ☐ Obtain microphone/speakers

Advertising

- ☐ Contact Communications Branch
- ☐ Prepare: Invitations
 - Posters
 - Newspaper ads
 - Notices
 - Public Service Announcements
 - Name tags

Logistics

- ☐ Book room and consider:
 - Room size
 - Physical Access
 - Lighting
 - Electrical outlets
 - Security
- ☐ Inspect and pre-test facilities/equipment
- ☐ Prepare seating arrangement/head table
- ☐ Plan refreshments
- ☐ Ensure transportation

2. IMPLEMENTATION

Setting up

- ☐ Post signs
- ☐ Set up sign-in table
- ☐ Set up displays
- ☐ Arrange chairs/head table
- ☐ Set up audio-visual equipment
- ☐ Have extra projector bulbs
- ☐ Have spare extension cords
- ☐ Set up refreshments
- ☐ _____

Registration

- ☐ Register participants
- ☐ Provide sign-up for mailing list
- ☐ _____
- ☐ _____

The Event

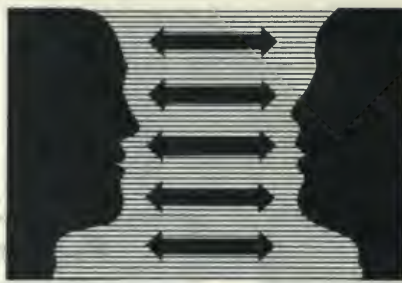
- ☐ Greet people at door
- ☐ Start on time or explain delays
- ☐ Check if everyone can hear and see
- ☐ Provide introductions
- ☐ Review scope and objectives of meeting
- ☐ Identify next steps
- ☐ Record comments and commitments
- ☐ _____

3. FOLLOW-UP

- ☐ Hold de-briefing
- ☐ Review comment sheets
- ☐ Identify lessons learned
- ☐ Assign follow-up tasks
- ☐ Prepare/add to mailing list
- ☐ Review public consultation program
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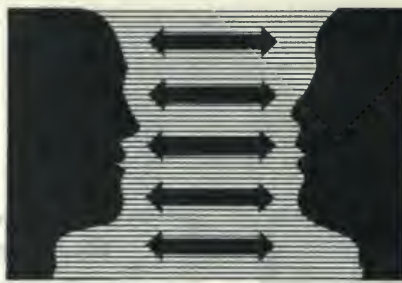
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